

WORKFORCE SERVICES

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RELEASE OF INFORMATION

The authorizations below are given only in connection with the South Dakota Department of Labor and Regulation's (DLR) responsibility to administer its programs. This exchange of information allows DLR to work together with other agencies, when necessary, to determine program eligibility, effectively coordinate services, and support the achievement of training and employment goals. In accordance to professional standards and policy, DLR staff are required to uphold confidentiality information and not release information without this authorization.

_____ I authorize any person, agency, or institution to release orally or in writing (including reproduction) any
Initial official records relating to me as requested by a DLR representative. Without this authorization, I am not eligible for partner service referrals or financial related services through DLR.

_____ I authorize the DLR to release orally or in writing (including reproduction) any official records relating to
Initial me to potential employers, providers and/or cooperating State or Federal agencies. Without this authorization, I am not eligible for partner service referrals or financial related services through DLR.

_____ I authorize the DLR to provide my resume' or application information to potential employers to assist
Initial with my employment needs. Without this authorization, DLR staff will not be able to provide job referrals or develop jobs on my behalf.

_____ I authorize the DLR to release orally or in writing (including reproduction) any official records
Initial relating to me to the following family members or other designated individuals:
_____.

_____ I authorize the DLR to disclose my name, photograph, and any pertinent information which
Initial pertains to my participation in DLR programs and services for the promotion of employment and training programs through press releases, publications, and/or reports.

I release any person, agency, or institution from all liability to me or my family for supplying such information.

If the applicant is under the age of 18, a parent or guardian must provide consent to the authorizations set forth above and give permission for the applicant to participate in DLR programs by signing below.

This release of information is valid throughout my participation and follow up period with DLR programs. I am able to revoke or edit this authorization at any time in writing to DLR at 123 W. Missouri Ave. Pierre, SD 57501.

- ☐ Decline authorization: By checking this box, I agree that I have reviewed and understand this information, but decline to provide authorization.

APPLICANT NAME (PRINT)

AGE

SIGNATURE

DATE

PARENT OR LEGAL GUARDIAN NAME (PRINT)

SIGNATURE

DATE

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EQUAL OPPORTUNITY IS THE LAW

State and federal laws prohibit the South Dakota Department of Labor and Regulation (DLR) from discriminating on the following bases:

- Against any individual in the United States, on the basis of race, color, creed, religion, age, sex, ancestry, political affiliation, or belief, national origin, or disability; and
- Against any beneficiary of programs financially assisted through the DLR on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation.

The DLR must not discriminate in any of the following areas:

- Decisions on who will be admitted, or have access, to any DLR financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

If you think you have been subjected to discrimination through a DLR financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either

Equal Opportunity Officer
South Dakota Department of
Labor and Regulation
123 W. Missouri Ave.
Pierre, SD 57501

or

Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Ave. NW
Room N-4123
Washington, D.C. 20210

If you file your complaint with the DLR, you must wait either until the DLR issues a Notice of Final Action, or until 90 days have passed (whichever happens first), before filing a complaint with the Civil Rights Center (CRC).

If the DLR does not give you written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the DLR to issue the Notice before filing a complaint to the CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the DLR). You may request a printed copy of the DLR Grievance Procedures for more details.

If you receive a written Notice of Final Action from the DLR regarding your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint to the CRC. You must file the CRC complaint within 30 days of the date on which you received the Notice of Final Action from the DLR.

OTHER GRIEVANCES

To appeal the decision of DLR staff, not discriminatory in nature, an individual will contact the manager at the Job Service Office within 15 calendar days of the decision to explain their appeal with the manager. The manager will then provide a solution or explanation within 15 calendar days. As a SCSEP Participant, the appeal will be communicated to the SCSEP Labor Program Specialist who will determine an outcome in 15 days. If the individual would like to appeal the manager's decision or finds it difficult to discuss the problem with the manager, they may proceed directly to the Director of Workforce Training as discussed in the next paragraph.

If the individual chooses to appeal the manager's decision, written justification and any supporting documentation should be provided to the Director of Workforce Training within 15 days from the manager's response. If a written appeal is not received by the Director Training within 15 calendar days of the manager's decision, the manager's

decision will be final.

Director of Workforce Training
South Dakota Department of Labor and Regulation
123 W. Missouri Ave.
Pierre, SD 57501

The Director of Workforce Training will make a final determination in writing within 15 days of receipt of the letter. If additional time is required for the manager or Director of Workforce Training to provide a meaningful response, the individual will be notified of the anticipated response date.

CERTIFICATION

This is to certify that the above information on Equal Opportunity and procedure for other grievances was explained to me and I have received a copy of this notice. Auxiliary aids and services are available upon request to individuals with disabilities. DLR is an Equal Opportunity employer/program.

_____ APPLICANT (PRINT)	_____ APPLICANT SIGNATURE	_____ DATE
_____ DLR STAFF (PRINT)	_____ SIGNATURE	_____ DATE
_____ PARENT OR LEGAL GUARDIAN (PRINT)	_____ PARENT OR LEGAL GUARDIAN SIGNATURE	_____ DATE

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ONE-STOP PARTNER PROGRAMS AND SERVICES ACKNOWLEDGEMENT

I _____ acknowledge that I have received the One-Stop Partner Program and
(Please print your name on the line above)
Services List in [DLR WIOA Section 10 Form 3.2](#).

SIGNATURE

DATE